

**AGENDA REQUEST**  
**BUSINESS OF THE CITY COUNCIL**  
**CITY OF SUGAR LAND, TEXAS**

**AGENDA OF 08/03/04 DEPARTMENT OF ORIGIN: FIRE DEPT/OEM REQ. NO. VII-B**

**DATE SUBMITTED: JULY 22, 2004**

**PREPARED BY: RAUL TREVINO**

**SUBJECT: SUBRECIPIENT AWARD FOR 2004 STATE HOMELAND  
SECURITY GRANT LAW ENFORCEMENT TERRORISM PREVENTION  
PROGRAM (LETPP) and TEXAS 2004 STATE HOMELAND SECURITY  
LETPP GRANT FOR A TOTAL OF \$96,618.00.**

**PROCEEDING: AUTHORIZE ACCEPTANCE OF THE TERMS OF THE AGREEMENT  
AND SIGN THE SUBRECIPIENT AGREEMENT**

**CLEARANCES: FIRE CHIEF, DANNIE SMITH** *D. C. Smith*  
**POLICE CHIEF, LISA WOMACK** *LW*  
**ASSISTANT FIRE CHIEF/EMC, RAUL TREVINO** *R.T.*  
**DIRECTOR OF FINANCE/ADMINISTRATION** *LM*

**EXHIBITS: TEEK Letter Of Award Nomination  
Notice Of Subrecipient Award Number 2004 LETPP-70808  
State Homeland Security Grant Program Special Conditions  
Special Conditions For Regional Portion Of Award**

**APPROVED FOR SUBMITTAL: CITY MANAGER** *Allen Bopar*

**EXPENDITURE REQUIRED: \$0.00**

**AMOUNT BUDGETED: \$0.00**

**APPROPRIATION REQUIRED: \$0.00**

**EXECUTIVE SUMMARY:**

The Office of Domestic Preparedness, developed after 09/11/01, is providing funding for local jurisdictions through the regional Council of Governments (COG), Houston-Galveston Area Council (H-GAC). The 2004 Texas State Law Enforcement Terrorism Prevention Program (LETPP) grant provides funds for homeland security and emergency operations planning; the purchase of specialized equipment to enhance the capability of local agencies to prevent, respond to, and mitigate incidents of terrorism involving the use of chemical, biological, radiological, nuclear, and explosive (CBRNE) weapons and cyber attacks.

The acceptance of this grant allows the City to fund the purchase of a new console as part of an overall interoperability plan. Radio activity has increased to the point that officers have to wait for free air in order to talk. Having adequate equipment is the first step to the interoperability plan of expanding communications by going to SmartZone. Project 1 Conditions: Sugar Land shares a radio tower system with Missouri City. The total interoperability plan also requires upgrades to the radio tower infrastructure, as well as upgrade of our existing communication consoles, and purchase of some new mobile radios and portable radios, and upgrades on others. These expansions, improvements, and upgrades have either been budgeted, or are being financed through other grants.

Please reference the attached Letter of Transmittal and the Subrecipient Award for a full description of the conditions or limitations attached to acceptance of this grant.

Staff has reviewed the special conditions and found all terms and conditions to be acceptable.

### **RECOMMENDED ACTION**

Staff recommends acceptance of the grant award.

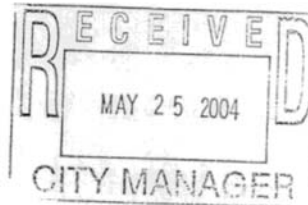


**TEXAS ENGINEERING EXTENSION SERVICE**

John B. Connally Building • 301 Tarrow • College Station, Texas 77840-7896  
Phone (979) 458-6815 • Fax (979) 458-6927 • www.teex.com

cc: Smith  
Trevino  
AYB

May 24, 2004



The Honorable David Wallace  
P.O. Box 110  
Sugar Land, TX 77487-0110

Dear Mayor Wallace

I am pleased to inform you that the City of Sugar Land has been nominated for a **State Law Enforcement Terrorism Prevention Program** sub-grant of \$96,618.00. This funding is from a U.S. Department of Homeland Security, Office for Domestic Preparedness Grant awarded to the State of Texas.

Your award is subject to conditions included in the sub-recipient agreement that will be sent to your designated point of contact. Receipt of funding is contingent upon your signing and returning the sub-recipient agreement indicating your acceptance of its terms and conditions.


The Texas Engineering Extension Service (TEEX) serves as the State Administrative Agency for this grant and will work with your jurisdiction and your Council of Governments to assist you in utilizing the grant.

The sub-recipient agreement will be sent to Mr. Raul Trevino between June 1 and June 4, 2004. If you have any questions, or require further information regarding this award, please do not hesitate to contact Charles Todd, TEEX Director of Domestic Preparedness, at (979) 458-6815.

Sincerely,

G. Kemble Bennett, Ph.D., P.E.  
State Administrative Agency  
State Homeland Security Program



TEXAS ENGINEERING EXTENSION SERVICE		NOTICE OF SUBRECIPIENT AWARD FOR City of Sugar Land	
<b>STATE HOMELAND SECURITY GRANT PROGRAM</b>			
<b>1. RECIPIENT NAME AND ADDRESS</b> Mr. Raul Trevino P.O.Box 110 Sugar Land, TX 77487		<b>4. AWARD NUMBER:</b> 2004 LETPP - 70808	
		<b>5. PROJECT PERIOD:</b> FROM DEC 1, 2003 – NOV. 30, 2005 <b>BUDGET PERIOD:</b> FROM DEC 2003 – NOV. 30, 2005	
		<b>6. AWARD DATE</b> June 7, 2004	<b>7. ACTION</b> Initial Award
<b>IA. GRANTEE IRS/VENDOR NO.</b> 17460274917		<b>8. CFDA NUMBER:</b> 97.004	
		<b>9. AMOUNT AWARDED AS A BASE GRANT:</b> \$77,510.00	
<b>3. GRANT TITLE</b> 2004 STATE HOMELAND SECURITY LETPP		<b>10. AMOUNT AWARDED FROM REGION:</b> \$19,108.00	
<b>3A. Grant award number to TEEX:</b> 2004-GE-T4-0015		<b>11. TOTAL SUBRECIPIENT AWARD (9+10):</b> \$96,618.00	
<b>10a. Amount of block 10 for Planning:</b> \$0.00	<b>10b. Amount of block 10 for Equipment:</b> \$19,108.00	<b>10c. Amount of block 10 for Exercises:</b> \$0.00	<b>10d. Amount of block 10 for Training:</b> \$0.00
The amounts in the blocks 10a, 10 b, 10c, and 10d represent the amounts the Council of Government has placed in each area for the regional award. When no amounts are indicated the Council of Governments has not set a specific amount for the individual categories.			
<b>12. SPECIAL CONDITIONS</b> THE ABOVE GRANT IS SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH IN THE <i>NOTICE OF SUBRECIPIENT AWARD</i> AND IN THE TEXAS 2004 LETPP GRANT INSTRUCTIONS			
<b>13. STATUTORY AUTHORITY FOR GRANT</b> THIS PROJECT IS SUPPORTED UNDER PUBLIC LAW 108-90, THE DEPARTMENT OF HOMELAND SECURITY APPROPRIATIONS ACT, 2004.			
<b>14. METHOD OF F YMENT</b>  REIMBURSEMENT: SEE DETAILS IN TEXAS 2004 STATE HOMELAND SECURITY LETPP GRANT INSTRUCTIONS			
<b>AGENCY APPROVAL</b>		<b>SUBRECIPIENT ACCEPTANCE</b>	
<b>15. SIGNATURE OF APPROVING TEEX OFFICIAL</b>    Arturo Alonzo Deputy Director/CFO Texas Engineering Extension Service		<b>16. TYPED NAME AND TITLE OF AUTHORIZED SUBRECIPIENT OFFICIAL</b>	
AGENCY USE ONLY		<b>17. SIGNATURE OF AUTHORIZED SUBRECIPIENT OFFICIAL</b>	<b>17A. DATE</b>

**TEXAS ENGINEERING EXTENSION  
SERVICE**

**STATE HOMELAND SECURITY  
GRANT PROGRAM**

**NOTICE OF  
SUBRECIPIENT AWARD**  
City of Sugar Land

AWARD NUMBER 2004 LETPP - 70808 AWARD DATE June 7, 2004

***SPECIAL CONDITIONS***

- 1) The *Notice of Subrecipient Award* is only an offer until the subrecipient returns the signed copy of the Notification of Subrecipient Award in accordance with the date provided in the transmittal letter.
- 2) The subrecipient agrees to use funds in accordance with the instructions in the Texas 2004 LETPP Grant Instructions.
- 3) The subrecipient agrees to comply with the applicable financial and administrative requirements set forth in the current edition of Office of Justice Programs (OJP) Financial Guide.
- 4) The subrecipient agrees to comply with the organizational audit requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, as further described in the current edition of the OJP Financial Guide, Chapter 19.
- 5) Subrecipient agrees to make no request for reimbursement prior to return of this agreement approved by the subrecipient and signed by the authorized subrecipient representative.
- 6) Subrecipient agrees to make no request for reimbursement for goods or services procured by subrecipient prior to the performance period start date of this agreement.
- 7) Subrecipient agrees to comply with the instructions in the Texas 2004 LETPP Grant Instructions regarding base grant awards if an amount is indicated in block 9.
- 8) Subrecipient agrees to comply with the instructions in the Texas 2004 LETPP Grant Instructions regarding regional awards if an amount is indicated in block 10.
- 9) Subrecipient agrees to comply with any special conditions and projects listed in this *Notice of Subrecipient Award* for regional projects.
- 10) The subrecipient affirms that federal funds will be used to supplement existing funds, and will not replace (supplant) funds that have been appropriated for the same purpose. Subrecipient may be required to supply documentation certifying that a reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds.

**TEXAS ENGINEERING EXTENSION  
SERVICE**

**STATE HOMELAND SECURITY  
GRANT PROGRAM**

**NOTICE OF  
SUBRECIPIENT AWARD  
For  
City of Sugar Land**

AWARD NUMBER 2004 LETPP - 70808 AWARD DATE June 7, 2004-

***SPECIAL CONDITIONS FOR REGIONAL PORTION OF AWARD***

Projects and Conditions for the Regional Portion of the Award.

1. Certify previously allocated homeland security grant funds have been spent in accordance with FY02, FY03 and/or FY03 II sub recipient agreement.

2. Funds must be spent on only ODP approved items in one of the following priority areas –

- a. Regional Communications System
- b. Regional Hazmat Response System
- c. Other priorities as listed in the H-GAC Strategies for First Responders

3. Participate in the development of and/or support the Regional Homeland Security Program Standards.

4. Execute Regional Mutual Aid Agreement.

5. Equipment procured with homeland security grant funds -

- a. Accept Ownership and responsibility for equipment
- b. Provide proof of insurance for equipment
- c. Store equipment at secure site(s) that are free from weather and other conditions, which degrade equipment and impact its intended use
- d. Provide routine monitoring, maintenance and any required licensing of equipment to ensure functional use at any time without prior notice
- e. Augment designated equipment with other first responder resources as needed at incident scenes
- f. Maintain up-to-date equipment inventory for review.
- g. Provide first responders, as available, on a 24 x 7 basis (either career or volunteer) trained and certified in the use of specific equipment
- h. Respond with equipment to incidents inside the jurisdictions borders
- i. Upon official request, respond with equipment to incidents outside jurisdiction's borders under mutual aid agreement provisions, as personnel are available.

6. Training and Exercises –

- a. Participate in ODP Funded Technical Assistance and Training and Regional Training and Exercises for the purpose of preparing for and responding to WMD/Terrorism incidents as feasible.
- b. Provide and ensure in-service training for first responders in the use of specific equipment procured with homeland security grant funds
- c. Support regional capabilities by participating in training exercises and other events, to the extent possible.

7. Planning –

- a. Maintain or participate in updated Emergency Management Plan approved by Texas Division of Emergency Management.
- b. Operate with established protocols through the County's Office of Emergency Management.

8. Regional Homeland Security Information Network –

Jurisdiction must have the ability to access the Homeland Security Information Network through the Joint Regional

Information Exchange System (JRIES). Grant funds may be used for JRIES access.

System requirements are as follows -

- Pentium 4 processor
- 512 MB Memory
- 17" Monitor
- Windows XP
- High Speed Internet Connection

Project 1. Sugar Land will purchase a new console as part of an overall interoperability plan.

Radio activity has increased to the point that officers have to wait for free air in order to talk.

Having adequate equipment is the first step to the interoperability plan of expanding communications by going to Smartzone.

Project 1 Conditions Sugar Land shares a radio tower system with Missouri City. The total interoperability plan also requires upgrades to the radio tower infrastructure, as well as the upgrade of our existing communication consoles, and purchase of some new mobile radios and portable radios, and upgrades on others. These expansions, improvements, and upgrades have either been budgeted, or are being financed through other grants.

***End of Notice of Subrecipient Award***